



MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 3.2.1	Subject: EMERGENCY PREPAREDNESS
Chapter 3: INSTITUTIONAL OPERATIONS	Page 1 of 3
Section 2: Safety and Emergency Procedures	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 11/1/00

I. POLICY: It is the policy of Montana State Prison to implement an Emergency Preparedness Plan developed and maintained for the purpose of managing emergencies that may arise at its facility. This plan will be developed and maintained by the Montana Department of Corrections.

II. AUTHORITY:

53-1-203, MCA.	Powers and Duties of the Department of Corrections
7-33-2108, MCA.	Mutual Aid Agreements
DOC 3.2.1	Emergency Preparedness
MSP 3.1.8	Use of Force and Restraints

III. DEFINITIONS:

Reference the DOC Emergency Preparedness Plan

IV. PROCEDURES:

- A.** MSP will develop, maintain and train staff on current emergency preparedness plans. The emergency plan shall be preventive in nature and enable staff to respond to emergencies in an effective and efficient manner. The MSP emergency plan will allow effective coordination with local law enforcement and emergency services, through the use of up-to-date mutual aid agreements.
- B.** In a major emergency, the primary concern of MSP is the protection and safety of the public, staff, visitors, and inmates. Staff actions shall be guided by the intent to save lives and prevent injuries in every possible case.
- C.** The MSP Emergency Preparedness plan will be developed in strict compliance with the plan approved by the Department.
- D. General Procedural Issues**

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1. The Warden or designee shall develop and maintain emergency response plans and post orders in accordance with a system which has been approved by the Department.
2. The MSP Emergency Preparedness Coordinator shall typically carry out these duties as well as manual updates, staff training, and development of Mutual Aide Agreements.

E. Helena Office and Warden's Authority

1. The Helena office staff's primary role in any major emergency is resource acquisition, communication with government officials, and support (as necessary).
2. The Warden or designee has full authority to respond to any major emergency situation. The Warden or designee shall inform the Department Director or designee at the earliest possible time of any major emergency.

F. Emergency Preparedness Goals

The following goals are to be addressed in the MSP Emergency Preparedness plan and in the resolution of all major emergencies:

1. **Isolate and contain** emergency situations as quickly as possible.
2. **Establish control and restore order** as quickly as possible.
3. **Maintain personal safety of:**
 - innocent bystanders (general public, visitors)
 - staff
 - hostages
 - inmates
4. **Resolve all emergencies with the appropriate use of force** in accordance with MSP 3.1.8, Use of Force and Restraints.
5. **Preserve evidence and facilitate prosecution** of criminal acts.

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6. **Prevent escapes** during emergency operations.
7. **Ensure emergency medical care** is provided to staff and inmates.
8. **Conduct review** (critical incident review) after a major emergency to assess the effectiveness of the plan and staff response.
9. **Ensure reprisals are not taken** against inmates/staff; and
10. **Maintain informative news contacts** with the media.

V. CLOSING:

Questions concerning this policy shall be directed to the MSP Emergency Preparedness Coordinator.